

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
January 12, 2007

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, January 12, 2007 from 10:00 a.m. – 12:15 p.m.

1. Members present. Thomas P. Boyer, Michael H. Eldred, Gregory A. Horn, Karen M. Love, Carol J. Orbison, Michael A. Shurn, Thomas P. Stefaniak, P. Thomas Snow, Mary G. Willis and Judith S. Proffitt, Chair.
2. Staff present. Jeffrey Bercovitz and Kris Suthers provided the committee with staff assistance.
3. Guest present. Jim Wolf, Director, Survey Research Center at IUPUI, was also present.
4. Minutes approved. The minutes for the committee on August 11, 2006 were approved.
5. Managing Cases with *Pro Se* Litigants. Jeffrey Bercovitz distributed the deskbook “Managing Cases with *Pro Se* Litigants” to committee members. He said it would be distributed to courts in paper form with all updates available electronically.
6. Weighted caseload measures.
 - a. Jeffrey Bercovitz distributed a copy of the 2002 Judicial Weighted Caseload Study to committee members. He said it is found at the following website: <http://www.in.gov/judiciary/committees/administration.html>.
 - b. Jeffrey Bercovitz reviewed the weighted caseload methodology, the random selection of cases, and the judicial time and case file review portions of the weighted caseload study.
 - c. Kris Suthers, Division of State Court Administration, reviewed the frequency of jury trials in felony cases, and the calculation of weighted caseload including the need for judicial officers and the utilization rate. He distributed the 2005 Indiana Trial Court Weighted Caseload table and examples of the utilization rate to members of the committee.
 - d. Committee members agreed to:
 - (1) Review the jury trial rate in murder, all felonies and civil plenary case types.
 - (2) Indicate in the next study what weighted caseload measures does not include.
 - (3) Study the times courts spend in cases before problem-solving courts.
 - (4) Study the times courts spend in small claims cases.
 - (5) Review times courts spend in revocations of probation and post-conviction relief.
 - (6) Look at dividing out commercial foreclosures from residential mortgage foreclosures
 - (7) Look at “DR” cases filed by the prosecutor for support under Title IV-D for private cases when the \$25.00 fee is paid.
 - (8) Review post-judgment actions when pro se litigants are involved, especially in domestic relations cases.

- (9) Review capital murder cases, including logistics of busing in a jury and a requirement a judge always keep time for this case type.
 - (10) Explore keeping time sheets for more than thirty (30) days during the weighted caseload study.
 - (11) Explore the option of keeping data for the weighted caseload study on-line and/or on paper.
 - (12) Look for counties with information in a useable format.
 - (13) Look at filing rates of cases vs. population of counties.
7. Members of the committee agreed to discuss “CourTools” from the National Center for State Courts at the February meeting. They agreed to hold meetings on the following dates: Friday, February 9, March 9, May 11, and June 8, 2007; all from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law